

Signed: _____
Date: _____

CONNECTICUT STATE EMPLOYEES' CAMPAIGN COMMITTEE MEETING MINUTES

Tuesday, March 11, 2014

Office of the State Comptroller, 3rd floor, Conference Room F

55 Elm Street, Hartford

1:38p.m. – 2:07 p.m.

Members Present

Cindy Cannata (*OGA/FOI*)

Valerie Clark (*OPM*)

Kathleen Gensheimer *ACTING CHAIR (Judicial)*

Jacqueline Henry-Rafiq (*Transportation*)

Patrick Kilby (*CHRO*)

Charles Kistler (*State Retiree*)

Ina Wilson (*Education*)

Members Excused/Absent

Jason Crisco (*Admin. Services*)

Joseph Duberek (*Emergency Ser. & Public Protection*)

Peggy Gray, *VICE CHAIR (Comptroller)*

Sheila Hummel (*DECD*)

Tim Newton *CHAIR (Correction)*

Federation Representatives

Ann Pean (*UW*)

Lorna Sager (*CHC*)

Campaign Staff

Jan Gwudz (*Director*)

Joyce LeBaron (*Coordinator*)

Meeting Called to Order & Review of December 16 Meeting Summary – Kathleen Gensheimer

Acting Chair Kathleen Gensheimer called the meeting to order and issued a statement that Chair Timothy Newton was required to attend to a crisis at his work and that Vice Chair Peggy Gray was ill. Therefore, she'd been asked by Tim to conduct the meeting in their absence. A motion was passed unanimously to accept The February 11, 2014 Meeting Minutes as presented.

Update: Campaign app for cell phones – Patrick Kilby

Patrick Kilby reported on information received from Jason Crisco regarding potential development of a donated application (app) for mobile devices. The BEST Unit of the Dept. of Administrative Services will be working with "CT Interactive," an organization which will convert the State's websites and pages to increase usability for mobile devices. Though it seems logical that these will be rolled out this year, no timeframe has as yet been given. This item will be tabled until May.

Campaign Update – Jan Gwudz

EVENTS: Jan researched possible fundraisers with the New Britain Rock Cats and said that games with the Red Sox affiliate are scheduled for mid-June, and in July for the Yankees affiliate. The games fall at the end of the week and coordinators will be polled to determine interest before a date is confirmed. The Committee determined that the annual Campaign Kick-Off will tentatively be held on Tuesday, August 19 from 11:30 to 1pm. Jan will work with this date with the Legislative Management scheduler. The theme this year is antique cars, with a focus on contests more than entertainment.

CAMPAIGN TOTAL: Jan reported that the Campaign balance as of March 11 was 1,356,359, with 5,612 donors participating, which is down 3% from last year. The 2013 Final Report is being prepared.

NEWS: Chris Taylor has resigned her position and her Commissioner will be notifying the Committee of her replacement.

Financial Reports from Federations & United Ways – Jan Gwudz, Kathleen Gensheimer

Jan read from a report outlining the expected timeframes for receipt and distribution of funds from the Campaign by the Federations and from the various CT United Ways. It was noted that the Greater Hartford Arts Council and the United Ways of Greenwich, Southington and Northwest CT (Torrington) had some missing information.

Jan was asked to contact these organizations and request the required documentation. (Upon following up with these organi-

zations, the UW of Northwest CT was the only participating charity that needed to provide additional information. The other organizations had already supplied it and were refiled in a location with the other reports).

Special Issue: Computer software program – Jan Gwudz

With the replacement of Campaign staff member Joyce LeBaron's computer, comes the necessity of obtaining and upgrading the professional software programs required to compose campaign documents and publications. Since 2006, materials were composed using Joyce's personally owned programs. These programs are not compatible with modern computers. Staff did research and identified a temporary fix by leasing the programs for 5 months at a cost of \$100 which will forestall the need to purchase the programs until next year's budget. A motion was presented that the Committee will allow Campaign staff to lease the necessary programs to produce campaign materials at \$19.99 per month for 5 months and was unanimously accepted.

Other Business – Kathleen Gensheimer

REVIEW OF IMPORTANT UPCOMING DATES:

- **REVIEW OF APPLICATION PROCESS---**
 - **Date:** April 10th **Time:** 9 am **Location:** 55 Elm St, Conference Room F

- **APPLICATION REVIEW---**
 - **Date:** Tuesday, April 22, 2014 **Time:** 9am – 4pm **Location:** 55 Elm Street, Hartford

- **NEXT CSEC COMMITTEE MEETING---**
 - **Date:** Tuesday, May 13, 2014 **Time:** 1:30pm **Location:** 55 Elm Street, Hartford

- **ANNUAL RECOGNITION LUNCHEON---**
 - **Date:** Thursday, May 15, 2014 **Time:** 11:00 am-1 pm **Location:** CT Valley Hospital, Middletown

Round Table Opportunity to Speak – Kathleen Gensheimer

- Kathleen suggested that we order in lunch for the day of the Application Review.
- Cindy let the Committee know that while she wanted to attend, she could not plan to spend the entire day; she was assured that this is fine and that any time that could be given is appreciated.
- Charlie and Valerie said that they both plan to attend the Application Review.
- Jan said that if anyone else had recommendations for awards at the Recognition Luncheon that committee members could call or email their suggestions to her.

Meeting Adjournment – Kathleen Gensheimer

Kathleen asked for a motion to adjourn, with a reminder that the next meeting will be held on:

REMINDER: NEXT MEETING IS TUESDAY May 13, 2014 at 1:30pm

The meeting concluded at 2:07 p.m.
(Respectfully submitted by Joyce LeBaron)